

Senate Finance and Public Administration Legislation Committee —Additional Estimates Hearing—February 2013

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Education Expenses**

Question: **123**

Written **Senator Ryan**

Date set by the committee for the return of answer: 2 April 2013

- a) What is the department/agency's guidelines on study?
- b) For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

Answer

- a) DPS provides studies assistance support for ongoing and non-ongoing employees. There are three categories for assistance:
 - i. Category A: study directly related to the employee's duties;
 - ii. Category B: study that will assist an employee with their career development in DPS or the Parliamentary Service; or
 - iii. Category C: general study where the skills and knowledge will be some of assistance to an employee's current duties or assist in career development.A maximum of 70 hours paid study leave is available to approved employees over one semester.
- b) For the period 1 July to 31 December 2012, a total of 20 employees received studies assistance.
 - i. ten for study that directly related to the employee's duties;
 - ii. seven for study that will assist an employee with their career development in DPS or the Parliamentary Service; and
 - iii. three for general study where the skills and knowledge will be some of assistance to an employee's current duties or assist in career development.

Details of educational expense provided by DPS for the period 1 July to 31 December 2012 are listed in the tables below.

Table 1 shows the Types of study undertaken during the period 1 July to 31 December 2012.

Table 2 shows other educational training that occurred outside of the studies assistance program during the period 1 July to 31 December 2012.

Over the page:

Table 1: DPS Studies Assistance

Table 2: Other educational training

Table 1: DPS Studies Assistance: 1 July–31 December 2012

[refer to a) above to reason categories]

Classification	Section	Education Institution	Field of Study	Reason / benefit to DPS	Approved Hrs	Approved Cost \$
PEL1	Economics	ANU	Doctor of Law	A	35	1,060
PEL1	Strategy and Communication	UC	Bachelor of Management	A	65	1,404
PSL1/2/3	Landscape Services	CIT	Diploma in Horticulture	A	0	829
PSL1/2/3	Landscape Services	CIT	Cert III Landscape Construction	A	65	361
PSL2	Collection Management	CIT	Cert III in Library and Information Services	A	65	472
PSL2	Database Services	CIT	Advanced Diploma of Library and Information Services	A	65	1,000
PSL4/5	Politics and Public Admin	ANU	Master of Public Policy	A	70	1,500
PSL5	IT Services	Microsoft	Microsoft Certification Exam	A	15	206
PSL5	Project Management Office	UC	Master of Marketing Communications	A	65	1,500
PSL6	Finance	CPA Australia	CPA Program	A	65	815
PSL1/2	Security	OUA	Bachelor of Arts (Security, Terrorism and Counterterrorism)	B	130	1,780
PSL2/3	Mechanical Services	CIT	Cert IV Plumbing	B	0	1,800
PSL3	Database Services	ANU	BA Political Science/ Philosophy	B	70	635
PSL3	Security	OUA	Bachelor of Arts (Security, Terrorism and Counterterrorism)	B	130	1,250
PSL4/5	Database Services	USQ	Master of Information Systems/ Master project Management	B	120	1,500
PSL5	Strategy and Communication	OUA	Master International Relations	B	15	750
PSL5/6	Hansard	Uni of Sydney	Diploma in Law	B	65	0
PEL1	FADS	ANU	Doctor of Philosophy (Political Science)	C	65	375
PSL1/2	Security	CIT	Diploma of Architectural Design	C	130	250
PSL5	Broadcasting	UC	Bachelor of Science in Psychology	C	40	375
TOTAL				20	1,275	17,862

Table 2: Other educational training: 1 July–31 December 2012

Course	Total Cost (ex GST) \$	Cost per participant (ex GST) \$	No. of participants	Classification	Delivery	Reason for
Prince2 Foundation Certification	1,600	1,600	1	PSL6	External	Qualification in project mgt methodology DPS supports
Prince2 Practitioner Certification	1,200	1,200	1	PSL6	External	Qualification in project mgt methodology DPS supports
Prince2 Foundation and Practitioner (combined certification)	3,960	1,980	2	2 X PSL5	External	Qualification in project mgt methodology DPS supports
Advanced Diploma of Management	727	727	1	PSL6	External	Relevant to duties
Requirements Gathering and Specification	10,000	1,250	8	PSL4-PEL1	External	Business analysis training; relevant to duties for project delivery
Registered Project Management Certification (including recognition of prior learning to achieve the Advanced Diploma of Project Management)	1,400	1,400	1	PEL2	External	Relevant to duties
Certificate III in Government Security- Introduction into Security Risk Management	1,100	1,100	1	PSL4	External	Relevant to duties